



COMMONWEALTH of VIRGINIA

Virginia Information Technologies Agency

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TO: Finance Directors
Procurement Officers
Agency IT Resources
VITA Enterprise Business Directors
VITA Service Level Directors

FROM: Barb Rudolph, Acting Chief Financial Officer

RE: End of the Year Planning and Processing

As we approach the final quarter of the fiscal year, we ask that you carefully review and adhere to the guidance herein regarding year end processing of IT purchases and planning for the utilization of remaining FY 2006 funds.

To assist you with this process, VITA will prepare a special Comprehensive IT Goods and Services bill on June 23rd that will reflect all payments made by VITA from June 1st through June 21st. This billing will also include your June MOU fee for labor, and will give your agency the opportunity to expend current year funds for these items, at your discretion.

To ensure all of your year-end purchases are included on this bill, all items must be ordered, received and invoiced to VITA prior to June 9th. VITA has prepared the following guidelines to improve the likelihood that your orders will be billed in the current fiscal year. Due to potential extenuating circumstances outside of our control, VITA cannot guarantee that all orders placed by the deadlines will be processed in time for the special billing. As such, for the best results, I strongly recommend your agency place year-end orders as early as possible.

For those order types not specifically addressed in the table at the end of this document, please begin processing a purchase requisition as soon as possible and inform your Enterprise Business Director (EBD) of the circumstances so that resources can be assigned to these projects.

To further ensure your year-end orders are handled as quickly and efficiently as possible, please be sure that:

- Orders are placed in eVA correctly;
- Orders have a valid “V” code;
- Orders include units of measure that are easily received against (“LOT” should be avoided, whereas “ea” or “hr” are preferred);
- VITA is the “Bill To” address (this is not automatic) so that VITA receives the invoice;
- All quotes or sole source justifications are attached;
- The “Send all orders to E-procurement” box is unchecked;
- Orders for pre-payments (of maintenance, etc.) include the covered dates in the description field;
- Receiving is done by your agency promptly and properly so that VITA can include the purchase in the special billing cycle; and
- The invoice is sent directly to VITA.

Currently, a significant portion of the invoices received by VITA do not meet all of these requirements. As a result, orders require special processing and experience delays. In the final months of FY 2006, it is particularly important that these processing errors are avoided so that year-end expenditures can be processed in a timely manner.

In cases where there are no physical items to receive (i.e. maintenance, software licenses, etc), your agency can receive in eVA as soon as the order is released to the supplier. This ensures that payment is made promptly upon receipt of the invoice.

If your agency has a special interest in ensuring that payment for an order is made utilizing current fiscal year funds, please be sure to make arrangements with the supplier for an expedited shipment and invoicing prior to June 9, 2006.

Please direct any procurement questions which are VITA-specific to J. B. Edmonds, (804) 371-5948.

Important EOY Guideline Dates

April 3, 2006	NON-Contract purchases between \$50,000 and \$100,000 need to be entered into eVA
April 14, 2006	NON-Contract purchases between \$5,000 and \$50,000 need to be entered into eVA
May 12, 2006	Orders under \$5,000 or contract orders under \$100,000 need to be entered into eVA
June 9, 2006	Invoices for payment in this Fiscal Year must be received by VITA
June 21, 2006	VITA will complete processing payments for orders received and properly invoiced prior to June 9
June 23, 2006	VITA will prepare a special bill and notify agencies of its availability
June 30, 2006	Payments to VITA must be submitted to CARS